

Tennessee Department of General Services
Administrative Assistant
Annual Salary Range: \$32,000-\$52,000

About the Tennessee Department of General Services:

The Mission of the Department of General Services (DGS) is "To ensure the daily operations of State government by providing essential centralized support services." We are a vital support agency, whose role is serving our customers, the other departments, agencies, and commissions in State government, to the best of our ability and at the lowest cost, allowing them to better carry out their primary missions.

The Department's external facing divisions are:

- The Central Procurement Office
- The State of Tennessee Real Estate Asset Management Division
- Motor Vehicle Management
- Warehousing and Distribution
- Printing and Media Services
- Postal Services

JOB SUMMARY

The Administrative Assistant will be responsible for the day to day operations and support of a Director and Team within the State of TN Real Estate Asset Management (STREAM) Division in the Department of General Services. The individual must demonstrate exceptional judgment in handling all inquiries and requests and must provide outstanding work products when given an assignment.

The essential duties and responsibilities of the position include the following:

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Support the Director and Team on a daily basis.
- Maintain the Director's calendar and schedule appointments as needed. Must be able to work under tight deadlines and respond to high pressure situations.
- Plan meetings & conferences, and teleconferences
- Assist preparing action item logs, Agency Overview Documents, reports, proposals and other documents by collecting and analyzing data, formatting, inputting, retrieving, copying or transmitting data.
- Must be able to design PowerPoint presentations and assist in creating materials.
- Handle internal and external phone calls with professionalism and efficiency.
- Draft letters & documents
- Welcome guests and customers by greeting them in person or on the telephone; answering or directing departmental inquiries.
- Support Director with special project based work.
- Read and evaluates incoming memos, submissions, and reports to determine their significance and distribute.
- Perform general office duties, such as ordering supplies, maintaining records management database systems and performing basic administrative work.

- File and retrieve documents, records and reports.
- Open, sort and distribute incoming correspondence, including faxes and email.

Requirements

MINIMUM EDUCATION & EXPERIENCE

Bachelor's degree

Experience supporting senior and/or executive management in an organization is preferable

CRITICAL COMPETENCIES

- Excellent customer service and public relations skills
- Excellent verbal and written communication skills
- Good listener and able to simply voice an opposing opinion effectively
- Excellent organizational skills
- Detail oriented, highlighting personal ownership of quality work
- Ability to work with highly confidential matters
- Highly proficient in MS Office Suite including Outlook Scheduling
- Highly flexible
- Highly proficient in time management and multi-tasking
- Exceptional judgment and decision-making abilities
- Teamwork/Interpersonal skills
- Experience using iPad and iPad Application functions

ADDITIONAL INFORMATION

Only applicants that meet or exceed the basic requirements for this position will be considered for an interview. Interested candidates should submit the following to AnnaCatherine.Davenport@tn.gov by Friday, April 11, 2014:

- A cover letter to include an availability date and salary history
- A resume

The Tennessee Department of General Services is an Equal Opportunity Employer.

Requests for ADA accommodation should be directed to the Human Resources Office @ 615-741-1379.